



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-5000

OFFICE OF THE ASSISTANT SECRETARY  
FOR PUBLIC AND INDIAN HOUSING

**ATTACHMENT 5**

Mr./Ms.XXXX  
Executive Director  
XXXX Housing Authority  
PO Box 28007  
XXXXXXXXXX

RE: Preliminary Close Out for XXXXX HOPE VI Grant  
HOPE VI Grant Number: XXXXXXXX

Dear Mr./Ms. XXXX:

Thank you for submitting your Termination of Disbursements Letter and Preliminary Close-Out Materials for the subject HOPE VI Revitalization Grant. In accordance with the Close-Out Procedures for HOPE VI Revitalization Grants, your HOPE VI Revitalization Grant has been preliminarily closed. The following actions have been taken:

- 1) In accordance with your Termination of Disbursements letter, a Pre-Audit Date concurrent with the date of this letter has been entered into LOCCS, stopping any further disbursements from LOCCS.
- 2) The final HOPE VI Budget submitted by the XXXX Housing Authority has been reviewed and approved. A copy is enclosed for your files.
- 3) The Actual HOPE VI Cost Certificate (AHCC) and the Financial Status Report have been reviewed and the AHCC has been preliminarily approved for audit. The original AHCC is enclosed.

Each Grantee is required to conduct an audit of the HOPE VI grant in accordance with the requirements of 24 CFR 85.26. You may now initiate this audit. The audit must be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. The audit may be conducted separately or as part of an agency-wide audit. However, if conducted as part of an agency-wide audit, the HOPE VI portion of the audit must be reported separately. When contracting for an auditor, the Grantee should require that statements of actual HOPE VI costs, certified by the Grantee and submitted to HUD during the audit period, be included in the auditor's scope of work and attached as supplemental information to the audit report. The Grantee must ensure that the auditor has the AHCC for review. Unless the auditor states otherwise in the audit report, the Grantee certified costs will be considered acceptable by HUD.

Once completed, the Grantee must submit a copy of the audit and the original AHCC

to the Director of Public Housing at the HUD XXXX Field Office. The HUD Field Office will review the audit report to determine if any findings have been identified with respect to the HOPE VI funds. Once the Field Office has completed its review and any audit findings have been resolved, the HUD Field Office will sign the AHCC and return the original, along with a copy of the audit, to this office. Upon final determination that: 1) the expenditure of grant funds was allowable; 2) the activities to be completed using HOPE VI grant funds were completed as required by the Grant Agreement; and 3) all Federal requirements were satisfied, the grant will be officially closed. Any unspent funds will be recaptured by HUD.

Thank you for your participation in the HOPE VI Program and your commitment to the revitalization of distressed public housing. If you have any questions, please contact XXXX, your HOPE VI Grant Manager, on (202) 708-0614, extension XXXX.

Sincerely,

XXXX

Deputy Assistant Secretary  
Office of Public Housing Investments

Enclosure